

CLASS TITLE: SENIOR INTERNAL AUDITOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for directing and assisting in the development and execution of comprehensive audits on internal financial and other management operations within City departments and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and assists in the collection, compilation, analysis and interpretation of data relating to the audit of City operations and financial management systems to ensure program efficiency and effectiveness
- Prepares background for audits and prepares audit plans and makes necessary modifications to plans when needed
- Manages direction of audit to ensure completion in a timely manner
- Reviews financial and operational records and controls to ensure proper recording of financial information and compliance with laws
- Makes verbal and written presentations to management during and after examination, discussing deficiencies and recommending corrective actions
- Directs, counsels, instructs, and reviews the work of staff assistants assigned to audits
- Prepares and assists in preparation of formal written reports concerning the adequacy and effectiveness of the system and efficiency of activities
- Assists in the conducting of special studies as required to help detect fraud, waste, and abuse
- Assists in the development of controls for prevention of financial and operational mismanagement
- Assists in the preparation of reports on audit objectives, analysis methodology, conclusions and recommended changes
- Maintains familiarity with and maintains standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, accounting or related field and a minimum of four (4) years experience related to internal auditing, with one (1) year of experience as an in-charge auditor; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee shall be eligible for the equivalent of a one-step increase in salary upon obtaining any of the licenses referred to in the Licenses and Certificates section below and completing one (1) year in the position.

Knowledge, Abilities and Skills: Comprehensive knowledge of accounting principles and methods of internal auditing; comprehensive knowledge of the principles, practices and current trends of management analysis; considerable knowledge of lead/supervisory methods as concerns audit projects and time management; and knowledge in one or more of the following areas: quantitative methods, electronic data processing, accounting, financial and budgetary management. Ability to organize and conduct internal audits; ability to write clearly and concisely; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key calculator, and telephone; frequent lifting and carrying up to five pounds; may be subject to sitting for extended periods of time, standing, walking, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of one (1) of the following professional certifications is required: Certified Public Accountant; Certified Internal Auditor, Certified Information Systems Auditor or other equivalent professional certification; certification must be obtained within two years from hire date.

Page 2 (continued from Senior Internal Auditor)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits.

Class Code: 1083

EEO Code: E-01

Pay Code: EX-40

Group: Fiscal

Series: Financial Management

Effective date: March 4, 2020